



United States Department of the Interior

Bureau of Land Management

Eastern States
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July 29, 2005

EMS TRANSMISSION 08/02/2005
Instruction Memorandum No. ES-2005-11
Expires: 09/30/2006

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Bureau of Land Management-Eastern States (BLM-ES) Budget Strategy Team (BST)
Charter

Program Area: Budget.

Purpose: This Instruction Memorandum (IM) transmits the approved charter for, and identifies the members of, the BLM-ES BST.

Policy/Action: The attached charter establishes roles and responsibilities for the BLM-ES BST. The BST is charged with:

- Developing an overall budget strategy for BLM-ES;
- Providing budget allocation recommendations to the Eastern States Leadership Team (ESLT) for all organizational units within the State;
- Providing guidance to prepare budget documents that integrate the BLM's budget strategy and Strategic Plan goals with BLM-ES priorities and workloads.

Members of the team are as follows:

Associate State Director and Chair
DSD, Business Resources and vice Chair
Lead Budget Analyst (Advisor)
DSD, Natural Resources
MFO Field Manager
JFO Associate Field Manager
Management and Program Analyst to the State Director (Advisor)

The Eastern States Leadership Team (ESLT) acting's will not function as BST members. The State Director, as the final decision making authority, participates in the BST as an Ex Officio member. The Lead Budget Analyst and the Management and Program Analyst serve as advisors. The budget staff will provide technical support. Program and subactivity leads will be consulted as needed.

Timeframe: This IM is effective upon receipt.

Budget Impact: The impact on the BLM-ES budget is expected to be minimal.

Background: The Bureau approved a redesigned budget process in 1999. Part of that process is a Bureau strategy team and a directive that the Bureau's process should be mirrored by State offices. The charter for the BLM-ES BST and the specified roles meet the Bureau's requirement to have a State budget process in place.

Manual/Handbook Sections Affected: None.

Coordination: Current members of the BST.

Contact: Ruth Welch, Deputy State Director, Business Resources, at (703) 440-1550.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant

1 Attachment

1 - Charter - Eastern States Budget Strategy Team (2 pp)

EASTERN STATES (BLM-ES)
BUDGET STRATEGY TEAM CHARTER

I. **PURPOSE OF THE BUDGET STRATEGY TEAM (BST):** The purpose of the BST is to provide a strategic management approach for the planning, development, and execution of the BLM-ES budget. The BST provides recommendations to the State Director on internal allocations, Washington Office requests for budget input (i.e., AWP, PTA, out-year planning, etc.), and on budget strategies that lead the organization toward the successful completion of the goals outlined in the Futuring document and the Strategic Action Plan.

II. **MEMBERSHIP:** Voting members will be from the ES Leadership Team (ESLT) and the ES Expanded LT and represent both the Field and State Office perspectives. The Associate State Director is the Chair of the BST and will vote in the event of a tie-breaker. The Deputy State Director for Business Resources is the vice Chair. Both the Associate State Director and the Deputy State Director for Business Resources are permanent members. The Lead Budget Analyst is a permanent advisor to the committee. The State Director is an Ex Officio member of the BST. Additional members of the BST will rotate off the committee every two years at the end of the fiscal year with the exception of the first rotation on October 1, 2006. Of the two members rotating out, one will be from the State Office and one will be from the field.

III. **Role of BST:**

- Developing an overall budget strategy for BLM-ES;
- Providing budget allocation recommendations to the ESLT for all organizational units within the state;
- Reporting to the ESLT on the status of key budget activities and obtaining State Director approvals; and
- Providing guidance to the ES-950 budget staff for all products required by the programs, Washington Office, ESLT or State Director for current and out-year budgeting.

IV. **OPERATION OF THE BST:** The BST will meet quarterly in order to provide proactive input into all facets of the budget process during the year. The BST meetings will be staggered with the BLM-ES Information Technology Investment Board (ITIB) to ensure that the two teams are providing feedback and/or recommendations to each other with adequate time between meetings for analysis by the technical specialists.

The BST is a recommending body to the State Director in all areas of budget planning, development, and execution; will ensure BLM-ES is adhering to all national policy; and is responsive to State Director, ESLT, and Washington Office data calls and input to the BLM budget.

The BST may call special meetings to respond to specific data calls or deal with unusual issues. In order for the BST to make recommendations to the State Director, a quorum must be present. A quorum will consist of three of the five voting members being present, with one of the three being the Associate State Director or the Deputy State Director, Business Resources.

V. RECORDS: Records of the BST meetings will be distributed and filed by the Budget Officer.

VI. APPROVALS AND CONCURRENCE

Recommended by: ES Budget Strategy Team Members

Associate State Director/Chair Date

Approved by:

State Director Date